

1445

Proposal for:

**Daily Indexing of Official Public Records**

Presented to:

**Navarro County Clerk  
300 W 3rd Ave  
Corsicana, TX 75110**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607**

Kimberly LeGate  
Southeast Customer Service Manager  
[klegate@us-imaging.com](mailto:klegate@us-imaging.com)  
(615) 630-3604

August 21, 2020

1446

# US Imaging

August 21, 2020

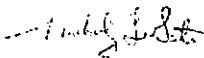
Sherry Dowd  
Navarro County Clerk  
300 W 3rd Ave  
Corsicana, TX 75110

US Imaging, Inc. is pleased to present this proposal to provide daily indexing of Official Public Records for the Navarro County Clerk's Office. Our team will provide Navarro County with an unparalleled combination of county expertise and proven processes to provide the highest possible quality and accuracy. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Imaging and Indexing vendor for the following reasons:

- **Experience** – We have been in business for 44 years and have successfully served over 785 County Recorders nationwide.
- **Focus** - We are the only imaging and indexing vendor in America that exclusively serves County Recorders.
- **ImageXpert** – Over the past 24 years we have developed and refined a production level imaging and indexing program unlike no other. **ImageXpert** has been specifically designed to provide efficient tools and techniques that allow our experienced staff to produce the highest quality images and accurate indexes possible.
- **Guaranteed Quality** – If a County is ever dissatisfied with any image or index, we will correct it for free, forever.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (615) 630-3604 or e-mail [klegate@us-imaging.com](mailto:klegate@us-imaging.com).

Sincerely,



Kimberly LeGate  
Southeast Customer Service Manager  
US Imaging, Inc.

**DAILY INDEXING:**

1. County will utilize Tyler Technologies Eagle Recorder system with Web Services tool to export and ingest data. Images will be in TIFF format with corresponding data will be contained in XML file format.
2. US Imaging and the County will each establish a "Team Lead" position for the purpose of establishing a formal question-and-answer communication system. These team leads will communicate on clarifications, Indexing questions, and processes.
3. The US Imaging Team Lead will retrieve the available documents and data file from the Web Services tool. Retrieved documents will be assigned, beginning with the oldest documents first, to a number of US Imaging's Indexing specialists for double key indexing. US Imaging will process these documents per the agreed-upon County OPR indexing rules. US Imaging will maintain the file names for the indexed images with the original file name. US Imaging will verify and return the documents via the Web Services within 24-48 hours of receipt, depending on County requirements.
4. US Imaging will utilize a blind key verification process (also known as double key indexing) to maintain a 99.95% accuracy rate on index data.
5. US Imaging will establish an agreed-upon set of indexing rules with the County Clerk that will be adhered to by both parties for review and evaluation during the term of this agreement.
6. On a daily basis, beginning at 8 a.m. (EST), a number of US Imaging's Indexing specialists will remotely log into the County's Records Management indexing queue, select a number of instruments for indexing (beginning with the oldest documents first), and process these instruments per the agreed-upon County OPR indexing rules. The fields to be captured or verified (\*) during the indexing process will be:
  - a) Document Number\*
  - b) Recorded Date and Time\*
  - c) Number of Pages\*
  - d) Document Type\*
  - e) All Grantors (First, Middle, Last Name & Role/Status)
  - f) All Grantees (First, Middle, Last Name & Role/Status)
  - g) Property Description
    1. Volume or Abstract
    2. Page or Survey
    3. Lot
    4. Block
    5. City Block
    6. Addition
    7. Town

**Assumptions:**

- a. US Imaging will capture all index data that is present and legible.
- b. US Imaging will capture all index data per established index rules.

**Exceptions:**

- a. If the required indexing information is illegible or unavailable, US Imaging will log this as "Not Indexable," and deliver this information to the County as an error for review.
- b. Any changes to the scope of indexing will be handled through US Imaging's Change Management Process.
- c. US Imaging will not provide any additional indexing other than that which is stated within this Statement of Work.

1488

**Estimated Investment to Daily Indexing of OPR Documents:**

**Daily Indexing Services**

12,000 Documents @ \$1.50 Per Document Double Pass Index & Verify = \$18,000.00

**Total Estimated Investment = \$18,000.00**

**ACCEPTANCE AND AUTHORIZATION:**

The proposed quantities above are estimated, invoiced quantities will be actual and will be issued at the completion of each calendar month.

All images and indexes are the exclusive property of Navarro County. US Imaging will treat them as confidential and will not reproduce or distribute Navarro County images and/or indexes.

US Imaging reserves the right to adjust the per instrument price upon 30 days written notice to Navarro County. US Imaging and Navarro County reserve the right to terminate this contract with 30 days' written notice.

Navarro County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Navarro County agrees to pay US Imaging, Inc. the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance.

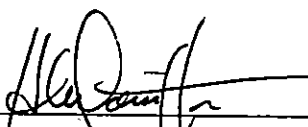
US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

**Accepted by:**

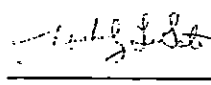
Sherry Dowd  
County Clerk  
Navarro County  
300 W 3rd Ave #101  
Corsicana, TX 75110

**Accepted by:**

Kimberly LeGate  
Southeast Customer Service Manager  
US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607

Signature: 

Date: August 31, 2020

Signature: 

Date: August 21, 2020